Out of Stock Sales Item Credit Request

Go to the TAP website at https://tap.dor.mt.gov/ /#1

You must be registered before trying to Login.

Type "Username" and "Password"

"Click "Login"

Click "Account ID"

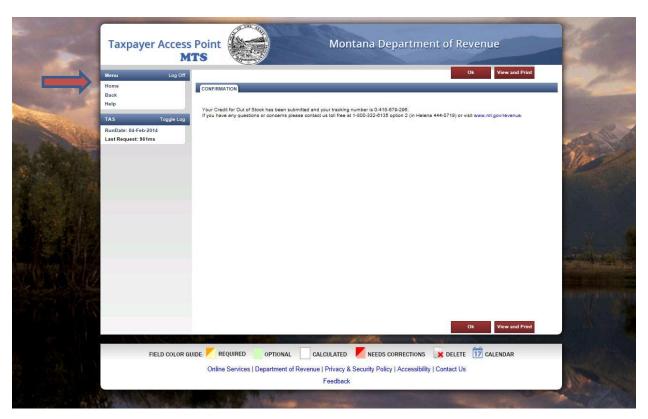After Logging in and selecting your account, Click "Submit Credit for OOS".

The Credit Request will appear like this and you can adjust the boxes by hovering over the borders and pulling right to expand or left to shrink.
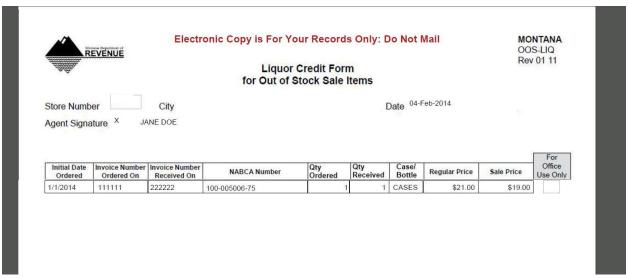

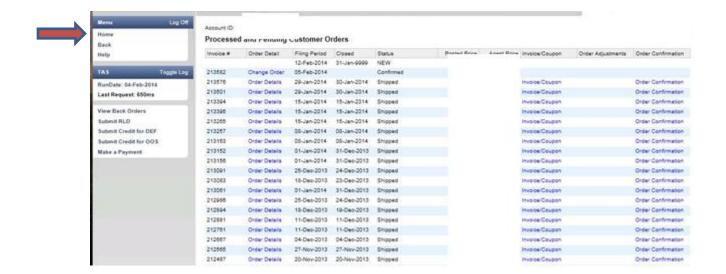After completing the form, Click "Submit" or "Save and Finish Later".

If you Click "Submit" you will receive a "Confirmation". Click "Home" to go to the "Accounts ID" page to continue. If you select "Ok" it will take you to the "Processed and Pending Customer Orders" page. If you Click "View and Print" it will take you to the "Confirmation" page.

"Processed and Pending Customer Orders" screen.

Click "Home", Click "Requests" which are in pending status.